Writing A Successful Proposal
Reviewer Tips

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21st Century Community Learning Centers (CCLC) Grant

RFP Technical Assistance Workshop

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Need for the Services (30 points)

- include demographic information, e.g. size of the community, economic status of the community, size of the target school population, educational attainment level of the community, social issues that impact the target population, etc.
- the description of the need for the project should reflect the true condition(s) of the target population
- follow the format given specifically (make it easy for the reviewer to find the required information)
- provide documentation to support information given
- respond to all elements of a criterion
- develop the need for services sequentially
- economy of words
- use a highlighter to identify key elements

Project Design/Services (30 points)

- ensure that goals developed for the project are specific, measurable and clearly linked to the need for the services
- review all elements of the design to ensure that all required information is provided
- identify goals and supporting objectives (specific and measurable)
- how will a diversity of perspectives be reflected in the operation of the project
- identify who the partners are and what they will bring to the project (develop a table with the who, what and when)
- incorporate the principles of effectiveness (research-based)
- scientifically researched based equates to citation, e.g. (Parks, 2006)
- citations should be recent and relevant

Management Plan/Budget (20 points)

- provide information on how teachers will work with the project
- determine the cost per participant
- what is the plan for sustainability
- who will manage the day to day operations of the project
- what is the organizational structure for the project
- what are the lines of communication
- is there an advisory council, if so, how often will they meet, what is their role, etc.
- are all costs for activities that require funding included in the budget
- for the most part does the budget reflect items referenced in the narrative
- is the project linked to other local, state or federal resources

Evaluation (20 points)

- identify external reader (prior experience)
- develop evaluation design to include type of design (formative – summative)
- establish a timeline of evaluation events

  what is the process for using collected data for project improvements and revisions

- does the evaluation design reflect the needs of the project and the project design
- a table helps to provides information succinctly: identify the objective, when it will be evaluated, how it will be evaluated and what the staff responsibilities are (logic model)

Top 10 Signs of a Great 21st CCLC Application

1. Detailed timelines.
2. An Independent reader.
3. Detailed budgets that make sense and support objectives and program design.
4. Demonstrated participation of teachers/staff/community in the grant project.
5. Targeted professional development.
6. A moderate reliance on outside letters of support.
7. Sustainability.
8. Moderate use of "will" statements in implementation applications.
9. Age appropriate activities.
10. Data, data, data, data.

Note: All sections of the proposal should be built on the needs section.